

Dated: 25-10-2021.

HSE-49/2016

Enforcement Bureau, Hyderabad, 21/05/2020.

Enforcement Bureau, Hyderabad, 21/05/2020.

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25/05/2020

No.1

AMARAVATI, FRIDAY, JANUARY 28, 2022

G.955

## NOTIFICATIONS BY GOVERNMENT

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After careful examination of the report of the Enforcement Bureau, Hyderabad, dated 21/05/2020, the Government of Andhra Pradesh has decided to issue the following notification:

### NOTIFICATION OF OFFICERS AND STAFF OF THE ENFORCEMENT BUREAU

The Enforcement Bureau (EB) is an important agency under the Government of Andhra Pradesh. It is responsible for the detection and prevention of crimes in liquor, drugs, and other contraband. The EB also deals with the smuggling of gold and red sanders. The EB is headed by the Principal Secretary, with the Commissioner, Enforcement Bureau, as the head of the agency. The EB is responsible for the enforcement of all the Acts, Rules and Regulations relating to the detection and prevention of crimes in liquor, drugs, and other contraband. The EB is also responsible for the enforcement of the laws relating to the smuggling of gold and red sanders. The EB is a multi-disciplinary agency with a wide range of expertise and knowledge. The EB is committed to the enforcement of the laws and the achievement of the objectives of the Government.

1. To provide all types of crime concerned to liquor and drugs and to improve the standard of physical quality of life.
2. To detect and prevent the crimes in liquor, drugs, and other contraband and to eradicate the smuggling of gold and red sanders.
3. To detect and prevent the crimes in betting and online gaming.
4. To detect and prevent the smuggling of red sanders, and to preserve the environment.
5. To detect and prevent the crimes as and when assigned by the Government.

### NOTIFICATION OF OFFICERS OF THE ENFORCEMENT BUREAU

1. The officers of the EB shall at all times maintain absolute integrity and shall do nothing which is unbecoming of an officer of the Government.
2. The officers of the EB shall perform a task assigned to them by the Government and with the quality of performance and efficiency.



**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services – GAD- Special Enforcement Bureau – Job Chart of the Officers and Staff working in the Special Enforcement Bureau - Orders -Issued.

**GENERAL ADMINISTRATION (SEB.I) DEPARTMENT**

**G.O.Ms.No. 109**

**Dated: 05 -10-2021.**

**Read the following:-**

1. G.O.Ms.No.41, G.A.(CABUBET-II) Department, dt.09.05.2020.
2. G.O.Ms.No.71, G.A.(SEB) Department, dt.28.07.2020.
3. From the Commissioner, Special Enforcement Bureau, Vijayawada, Lr.Cr.No.1891/2021/SEB/B4, dated: 17.07.2021.

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**ORDER:**

In the reference 1<sup>st</sup> read above, Government have created Special Enforcement Bureau with a view to enforce , stoppage of illicit distillation, bottling and curb smuggling of alcohol as also to control illegal sand mining. Further, Further, the Commissioner, Special Enforcement Bureau was notified as Head of the Department vide reference 2<sup>nd</sup> read above.

2. The Commissioner of Special Enforcement Bureau has requested to issue following Job Chart for smooth functioning of the Department.

3. Government after careful examination of the proposal of the Commissioner, Special Enforcement Bureau, Vijayawada hereby approve the job charts of the Officers and staff working in the Special Enforcement Bureau as detailed below:

**JOB CHARTS FOR OFFICERS AND STAFF OF THE SPECIAL ENFORCEMENT BUREAU**

Special Enforcement Bureau (SEB) is an enforcement agency specially created to prevent and detect the crimes in Liquor, Sand, NDPS, Betting, Online & offline Gaming, Gutka and Red Sanders etc. SEB works under Director General of Police (HoPF) as Ex-officio Principal Secretary, with Commissioner, SEB as Head of the Department. SEB shall enforce all the Acts, Rules and Regulations relating to above mentioned crimes. The force for the enforcement agency is drawn from Police and Excise departments, which will balance the strength, knowledge, experience to enforce the laws. The main objectives of SEB are:

1. To prevent all types of crime concerned to liquor and drugs and to improve the standard of physical quality of life.
2. To eradicate the sand crimes, with a view to conserve the environment and sustainable sand mining and eradicate illegal hoarding and black marketing.
3. To prevent all types Betting and Online Gaming activities
4. To eradicate Red sanders smuggling, and to preserve the ecosystem.
5. Other crimes as and when assigned by the Government.

**General Principles of Conduct**

1. All SEB officers shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a Government employee. An SEB officer shall perform a task assigned to him within the time set for the purpose and with the quality of performance expected from him.

(PTO)



2. All SEB officers shall enforce the law firmly and impartially, without fear or favour, malice or vindictiveness. An SEB officer shall not evade his responsibilities by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of duties and responsibilities.
3. The SEB officer shall not take law into his hands while discharging his duties.
4. The SEB officer should always be devoted to duty, maintain absolute integrity, impartiality, and act in a disciplined manner and while doing so should remain unperturbed by praise and criticism.
5. The SEB officers must keep their lives scrupulously clean, develop self-restraint, be truthful and honest in thought and deed, in both personal and official life.

**A).COMMISSIONER (SEB):**

1. To provide strategic leadership to Special Enforcement Bureau as Head of the Department.
2. To review functioning of Director, Joint Commissioners, Zonal and the District level officers.
3. To issue directions and advisories to the District Superintendents of Police/ Commissioners of Police with respect to Enforcement in Special Enforcement Bureau related matters.
4. To periodically obtain reports from the various districts and Head Quarter teams on their performance.
5. To ensure KPIs and develop such systems for efficient functioning and effective monitoring of Special Enforcement Bureau.
6. To periodically report on important issues to the Director General of Police and the Government relating to Enforcement and other administrative and budgetary functions.
7. To ensure proper & efficient administration of the Bureau.
8. To ensure that the Reward policy is effectively implemented.
9. To ensure discipline and order in the Bureau.
10. To supervise the Budget related matters
11. To act as quasi-judicial authority /appellate authority in confiscation of vehicles.
12. To delegate the necessary powers to any authority of Special Enforcement Bureau for smooth functioning of Bureau
13. Any other functions assigned by the Government.

**B). Director (SEB)/Director (Special Unit)-(Post created vide G.O.Ms.No. 797 GAD (SC.C) Dt:20-04-2021):**

(As assigned by the Commissioner, Special Enforcement Bureau):

1. To plan High Quality Operations with S.T.F teams,
2. To provide tactical leadership to the field officers.

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3. To review and monitor the District Level enforcement and guide field officers and report to Commissioner, Special Enforcement Bureau time to time.
4. To guide and ensure the Superintendents of Police give adequate focus to Enforcement in Special Enforcement Bureau related matters.
5. To review and monitor functioning of Special Unit, including intelligence, investigation & technical wings.
6. To Create KPIs and develop systems for efficient functioning of Special Enforcement Bureau and for effective monitoring.
7. To co-ordinate & execute inter-district & interstate operations.
8. To ensure smooth functioning of both Police and Special Enforcement Bureau forces and co-ordination between the Special Enforcement Bureau, Police and Excise Departments.
9. To monitor investigation of critical and important cases.
10. To process the reward proposals.
11. To ensure effective monitoring system to inculcate discipline in the Bureau.
12. To supervise the periodical review mechanism.

**C). Joint Commissioner-I**

1. To assist the Commissioner in all administrative matters including Establishment- Service Matters, Transfers, Disciplinary proceedings etc.
2. To assist in Budget & Audit related issues.
3. To supervise the functioning of Deputy Commissioner Admin and Deputy Commissioner Training.
4. To supervise all Zonal Deputy Commissioners on day to day affairs.
5. To supervise Deputy Commissioners of Zone-III & Zone-IV with respect to confiscations.
6. To organise periodical trainings to officers of all ranks of Special Enforcement Bureau.
7. To consolidate and submit replies to Chief Minister's Office references and meetings called for by the Government from time to time. To organise all important meetings in Special Enforcement Bureau.
8. To supervise all appeals in the court of Commissioner, Special Enforcement Bureau
9. RTI matters.
10. Legal issues relating to admin & general in nature.
11. To discharge any other function as instructed by Commissioner, SEB from time to time.

**D). Joint Commissioner-II:**

1. To assist the Director in carrying out his duties and to assist Commissioner in Legal issues.
2. To ensure the Crime related data is properly compiled without delay.



3. To analyse the data for any pattern or insight which can be used to improve the quality of enforcement.
4. To create and monitor the review mechanism at the department level.
5. To consolidate and preparation of monthly meeting statements.
6. To supervise all PD Act proposals and processing of such cases properly and expeditiously.
7. To supervise GCR cases from time to time.
8. To monitor other complaint /grievance review mechanisms like 'Spandana' through Control Room.
9. To coordinate all issues related to legal, court & coordination. To monitor field officers on all Govt related issues.
10. To supervise functioning of DC Legal& Co-ordination and DC Crime Bureau.
11. To supervise/monitor functioning of DC zone-I & DC zone-II in confiscation related issues.
12. To discharge any other function as instructed by Director/ Commissioner, SEB from time to time.

**E). Deputy Commissioner (Admin):**

1. To assist the Joint Commissioner-I in all administrative matters including Establishment.
2. To perform all admin and DDO functions.
3. To act as Estate Officer for HQ.
4. To perform liaison duties with Secretariat.
5. LAQ/LCQ/RTI and other matters.
6. To discharge any other function as instructed by Commissioner, SEB from time to time.

**F).Deputy Commissioner (Training)**

1. To assist the Joint Commissioner-I in all Training activities
2. To create course curriculum and course modules
3. To prepare and monitor the training calendar.
4. To perform liaison duties with institutions and faculty
5. To address need of training from time to time, based on new changes or amendments to the relevant Laws and Acts.
6. To discharge any other function as instructed by Commissioner, SEB from time to time.

**G).Deputy Commissioner (Legal and coordination)**

1. To assist the Joint Commissioner II in all legal matters.
2. To prepare the counters and get it approved by Commissioner SEB, where counter has to be filed by HoD or Government.



3. To act as bridge between the District and HQ in legal matters.
4. To analyse the appeals against PD cases or any other cases in High Court /Supreme Court.
5. To prepare a keynote on important judgements and circulate to Unit offices.
6. To perform liaison duties with High Court/Supreme court.
7. To discharge any other function as instructed by Commissioner, SEB from time to time.

**H).Deputy Commissioner (Crime Bureau)**

1. To assist the Joint Commissioner II in compilation of all crime data / records.
2. To supervise the DSR mechanism and update the same to superiors through Control room.
3. To prepare the review proformas and review mechanism from time to time.
4. To perform liaison duties with concerned including DGP Office, Unit Offices, Secretariat Department, Excise Department etc., in crime related issues.
5. To discharge any other function as instructed by Commissioner, SEB from time to time.

**I). Deputy Commissioner (Enforcement)**

1. In charge of STF teams, consists of DSP/ AES/ Police Inspector/ EI/ ESI/EHC/EC/SAR CPL.
2. To discharge functions as in charge of STF teams
3. To conduct high quality operations under supervision of Director, SEB
4. To Collect actionable intelligence
5. To discharge any other function as instructed by Commissioner, SEB from time to time.

**J). Superintendent of Police (Special Unit):**

Assist Director in:

1. To collect actionable intelligence, both inside and outside State.
2. To coordinate with State Intelligence as well as District Special Branches.
3. To disseminate intelligence and prepare analysis reports as per directions of competent authority.
4. To analyse new and emerging trends in crimes and to bring out professional reports for sharing tactical/Op. developments.
5. Internal vigilance
6. Supervise technical wing of SEB.
7. Supervising investigation of Sensational/ Important cases assigned by CSEB.
8. To discharge any other function as instructed by Commissioner, SEB from time to time.

**K). Enforcement Superintendent (Special Unit):**

1. To collect actionable intelligence, both inside and outside the State.
2. To monitor Internal vigilance.



3. To analyse the crime data and provide inputs.
4. To supervise technical wing and Social Media Lab at Headquarters of SEB.
5. To monitor technical workshops.
6. To co-ordinate with DC(Training) and conduct refreshment courses to strengthen the technical wings at Units.
7. To assist in developing the required technical infrastructure to SEB.
8. To supervise/monitor the performance of staff in Special Unit.
9. Supervising Investigation of Sensational/ Important cases attached by CSEB.
10. To assist the Director/SP of SU in all matters relating to the Special Unit.
11. To discharge any other function as instructed by Commissioner, SEB from time to time.

**L). DISTRICT Ss.P / Cs.P/UNIT OFFICER (EX-OFFICIO ADDL. DIRECTOR)**

1. As Ex-officio Addl. Directors, the Role of Superintendents of Police/Commissioners of Police is very crucial in SEB enforcement activities.
2. The Police force shall always complement the SEB work. The support of Police force would enhance the productivity of enforcement in SEB & Police and yields in achieving the objectives of the Government.
3. Unit officers are the driving force in enforcement activities.
4. Unit officers are Quasi-judicial authority under AP Excise Act and AP Prohibition Act.
5. To review pendency of confiscation and disposal of contraband including vehicles at field level.
6. To conduct crime review meetings with SEB officers periodically.
7. To guide & supervise J.D. in enforcement activities and AC in Admin matters.
8. Unit officers shall strive towards creating synergy and operational integration and shall lead the joint operations.
9. Unit officers shall conduct joint meetings to foster the esprit –de-corps.
10. Visits/Inspections of SEB Stations periodically.

**M). Deputy Commissioner (Zonal):**

1. To co-ordinate with all the functionaries of the SEB Department in his/her Zone/jurisdiction in administrative issues.
2. To discharge the statutory functions entrusted under the relevant Acts and Rules.
3. To discharge quasi-judicial functions as confiscation authority under AP Excise Act and AP Prohibition Act.
4. To review pendency of confiscation and disposal
5. To conduct INSPECTIONS as per the following schedule:
  - a) All the Offices of AC/Enforcement Superintendents with respect to confiscation, disposal of seized property and administrative matters, once in a year.

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- b) 3 SEB Stations per district in a year with respect to confiscation, disposal of seized property and administrative matters.
- 6. To coordinate in preparation of seniority lists of Inspectors and Sub-Inspectors (SEB) with DC Excise.
- 7. Supervision of all High Court cases, relating to SEB Stations.
- 8. Review of all WPs filed in High Court cases with respect to confiscation from time to time related to seized vehicles and crime cases.
- 9. To closely liaison and coordinate with the Regional Excise Laboratory.
- 10. To Co-ordinate with the Superintendents of Police /Commissioners of Police for ensuing smooth functioning of SEB at Zonal level.
- 11. To appoint/transfer Enforcement Inspectors and Enforcement Sub Inspectors as Convener of the committee consisting of concerned Joint Directors and Assistant Commissioners as per guidelines issued by the Headquarters from time to time.
- 12. To appoint/transfer Office Superintendents and Sr. Assistants.
- 13. To review disciplinary cases of all Districts, once in a month.
- 14. To discharge DDO functions as assigned.
- 15. To discharge functions under Drug Disposal committee.
- 16. Submitting the fortnightly diaries to the Commissioner (SEB) through J.C-I.
- 17. To discharge any other function as instructed by Commissioner, SEB from time to time.

**N). ADDL.SP/ ASP – JOINT DIRECTOR (SEB)**

- 1. Nodal officer for SEB at unit level.
- 2. He is in-charge of Crime, Enforcement and Operations in the unit.
- 3. To supervise and issue directions to the Enforcement Superintendents, SEB and subordinate staff with respect to enforcement matters.
- 4. To supervise joint operations of Police and SEB, with the help of SsP/CsP
- 5. To organise Joint meetings of Police and SEB to foster esprit-de-corps.
- 6. To focus on collection of actionable intelligence in offences related to liquor, sand, Gaming including online betting, Gutka, NDPS and smuggling of Red sanders and all other offences entrusted to SEB by the Government.
- 7. To coordinate confiscation process in both Police stations with respect to SEB related matters.
- 8. To pursue the successful prosecution of criminal cases registered in PSs/ SEB Stations.
- 9. To conduct monthly crime review of SEB stations.
- 10. To supervise the investigation of SEB related cases in all SEB/Police Stations.
- 11. Coordinate disposal of all WPs filed in High Court cases and appeals of confiscation vehicles of in Police Stations.



12. To participate in Police crime review meetings/ Teleconference of Police unit officers, as directed by DGP.
13. To organise surprise joint team operations at vulnerable points of entries, across the borders cluster raids and maintain operational liaison with the law enforcement agencies across the state borders.
14. To submit DSR from both SEB and Police stations, and to submit report on important cases to Director.
15. Initiation of PD Act against Boot-leggers and Habitual offenders.
16. To conduct surprise checks on Methanol units to prevent illegal usage.
17. Submission of fortnightly diaries and fortnightly intelligence reports to the Commissioner through Director.
18. To enquire into adverse news items published and take corrective action.
19. To discharge functions under Drug Disposal committee.
20. To inspect 50% of the SEB Stations in the Unit.
21. To enquire into petitions and disciplinary cases as assigned.
22. Member of establishment committee on transfers and postings of Enforcement Inspectors, Sub-inspectors. Also act as the member secretary of the Establishment committee for HCs & ECs.
23. To discharge any other function as instructed by Commissioner, SEB from time to time.

**O). Assistant Commissioner :**

1. Administrative in-charge at the District level.
2. To look after all establishment matters and DDO functions in his jurisdiction.
3. Estate officer of all SEB offices in the District.
4. To discharge the statutory functions entrusted under the relevant Acts and Rules.
5. To coordinate with Excise Superintendent in preparation of Head Constables and constables seniority lists and other administrative issues.
6. To supervise and review the Confiscation/Disposal of seized property including vehicles with the help of Enforcement superintendents.
7. To monitor and speed up confiscation procedures in seized vehicles and assist the concerned D.C.
8. To enquire into petitions and disciplinary cases as assigned.
9. To post Enforcement Head Constables, Constables, and Jr. Assistant approved by the committee consisting of the AC, Joint Director and Enforcement Superintendent, as per guidelines issued by headquarters from time to time.
10. Submission of fortnightly diaries to Commissioner, SEB through DC & JC.
11. Disposal of UDC Cases.
12. To inspect 25% SEB Stations on Admin & Confiscation issues.
13. Responsible for High Court Issues including confiscation issues both SEB & Police.
14. To discharge the functions of Drug Disposal Committee.



15. Assist DC/SP in disposal of contraband.
16. To discharge any other function as entrusted by Commissioner, SEB from time to time.

**P). Enforcement Superintendent**

1. Enforcement Superintendent will act as Divisional Head in SEB.
2. Ensure Prevention and Detection of offences related to liquor, sand, Gaming including online betting, Gutka, NDPS and smuggling of Red sanders and all other offences entrusted to SEB by the Government.
3. He is also responsible for Intelligence gathering on high profile cases.
4. To forward samples to the Regional Excise Laboratory without unreasonable delay.
5. Monthly review of Crime work of SHOs in the Division and submitting review reports to the Joint Director and Director, SEB and confiscation and disposal part of review shall be sent to DC through AC.
6. To auction the confiscated vehicles periodically.
7. Visit 50% of Stations each month and detailed inspection of 50% of SEB Stations once in a year, ensuring minimum overlap with inspections of other officials.
8. Monitoring the confiscation proposals and disposal of seized contraband including vehicles at division level
9. Review of fortnightly diaries of his Sub-ordinates and sending review notes to JD.
10. To initiate PD Act against Boot-leggers and Habitual offenders.
11. To conduct surprise checks on Methanol units to prevent illegal usage.
12. Assist AC in disposal of all Writ petitions/ Appeals in the High Court and O.As in Tribunal in establishment related matters and sending Review notes to AC and Commissioner, SEB through AC/DC.
13. Liaison with GP, High Court with respect to WPs/Appeals/IR/Quash petitions/Anticipatory bails.
14. Monthly review of all Writ petitions/ Appeals in the High Court in crime related matters and sending Review Notes to Commissioner through JD and DC.
15. Sending factual reports within (48) hours to the JD on all the specific adverse items published in the daily newspapers.
16. Submission of Grave crime reports to Commissioner, Director & SP/CP through J.D.
17. Supervise the DTF.
18. Submission of fortnightly diaries to Director through J.D.
19. To discharge any other function as instructed by Commissioner, SEB from time to time.

**Q). Assistant Enforcement Superintendents**

1. To assist the Enforcement Superintendent in all matters of administration.



2. To perform all function of ES, when posted as division head.
3. He will be in charge of the DTF.
4. Investigation of Grave cases involving inter-district, interstate crime or cases as assigned by the Enforcement Superintendent/JD.
5. To enquire into petitions and disciplinary cases as assigned by the Enforcement Superintendent or superiors.
6. To Conduct/organize raids with DTF teams and also in co-ordination with staff of other Stations/Police.
7. All I.D. 'A' category villages from crime point of view, should be raided personally.
8. To conduct route watches at least thrice a week.
9. To visit all the check posts during the month.
10. Patrolling of border areas with a view to check illicit transport of contraband.
11. Intelligence gathering.
12. Submission of fortnightly diaries to the J.D through Enforcement Superintendent
13. Any other duties assigned by the superiors from time to time.

**R). Station House Officer**

The SHO is fully responsible for the following and he/she shall ensure:

1. Administration of SEB station.
2. Maintenance of General Dairy (GD)
3. Investigation and filing final reports of all cases without undue delay.
4. Maintenance of all records in the station.
5. Collection of intelligence is prime responsibility.
6. Ensure prevention, detection and investigation of offences related to liquor, sand, Gaming including online betting, Gutka, NDPS and smuggling of Red sanders and all other offences entrusted to SEB by the Government.
7. Supervising Court-work and monitor the trials closely.
8. To conduct surprise checks on Methanol units once in a month to prevent illegal usage.
9. To maintain close liaison and coordination with Co-Jurisdictional Police (SHOs), Excise, Revenue and other Court officials.
10. Maintenance of Dossiers Sheets of offenders.
11. Maintenance and security of Government property and seized contraband.
12. To ensure proper disposal of seized contraband including samples and vehicles as per rules.
13. Visit all the villages categorized as A category villages (More important villages from the point of view of crime) once in two weeks and B and C category villages minimum once in a month.
14. To utilize the services of Mahila Police, Grama/ward volunteers to prevent crime and collect intelligence at grassroot level.
15. Sending factual report on the same day to the J.D through Enforcement Superintendent on all the items published adversely in the daily newspapers.
16. Organizing dynamic beat system in the station limits.



17. Conducting and organizing regular route watches.
18. Submit weekly tour diaries to J.D through ES.
19. All other duties assigned by the superior officers from time to time.

**R). Inspectors of Police:**

1. Assist the J.D. in all his duties.
2. Enforcement is his priority task.
3. Act as coordinating officer between SEB & Police.
4. Investigation of cases, if any, entrusted to him by Joint Director.

**S). Sub- Inspector (SEB)**

1. The jurisdiction for SI shall be allotted by the Enforcement Superintendent on rotation basis.
2. To assist the SHO in all matters relating to administration of the station.
3. Investigation, writing of the case diary including filing final reports of non-grave cases assigned.
4. Collection of intelligence for offences related to liquor, sand, Gaming including online betting, Gutka, NDPS and smuggling of Red sanders and all other offences entrusted to SEB by the Government in the SHO limits.
5. To assist SHO in Prevention and detection of all the offences related to liquor, sand, Gaming including online betting, Gutka, NDPS and smuggling of Red sanders and all other offences entrusted to SEB by the Government.
6. To assist SHO in processing of PD act cases
7. To supervise the samples collection, and expert reports and their timely submission to the authorities
8. Visit and conduct raids in all I.D. centers/ sale points every week.A,B,C same as Inspectors.
9. Supervision of Beat duties of Constables/Head Constables.
10. Attending to court work during trial of cases and obtaining the copies of the judgments for further proceedings.
11. Ensure Service of summons and execution of NBWs of his jurisdiction.
12. Inspection of kits.
13. Conducting route watches.
14. Any other work entrusted by the superior officers.
15. Submit weekly diaries to the Enforcement Superintendent marking copy to Joint Director.

**T).Check post Inspector (SEB)**

1. Maintain all prescribed registers including personal cash registers.
2. Thorough verification of all vehicles passing through the C.P./Area covered under BMPP.
3. Particulars of all vehicles checked should be entered in the vehicle check register.
4. To act on the information passed by the superior officers and others and submit report promptly on the action taken to the officer concerned.



5. Collection of intelligence and prevent illegal transportation in offences related to liquor, sand, Gaming including online betting, Gutka, NDPS and of Red sanders and all other offences entrusted to SEB by the Government through village volunteers, village secretariats in nearby areas of check posts.
6. Verification of the consignments of authorised liquor passing through the checkpost.
7. Case papers of the cases detected at the check post should be handed over to the SHO having jurisdiction without delay under acknowledgement.
8. Duplicate set of the case papers should be maintained.
9. Weekly reports to be sent to Enforcement Superintendent/with copy marked to J.D.
10. Any other duties assigned by the superiors from time to time.

**BMPP Sub-Inspector:**

1. Conduct detailed survey with regard to the other possible routes through which vehicles can enter by avoiding the check post through inter-state border.
2. To keep watch on link roads/ kutchra roads at inter-state borders to prevent inter state smuggling of liquor/sand/Red sanders/Gutka.
3. To keep a vigil on the Gambling/Matka centres.
4. Case papers of the cases detected at the inter-state borders should be handed over to the SHO having jurisdiction without delay under acknowledgement.
5. Duplicate set of the case papers should be maintained.
6. Weekly reports to be sent to Enforcement Superintendent/with copy marked to J.D.
7. Any other duties assigned by the superiors from time to time.

**Inspector SEB Unit Intelligence Wing:**

1. To report to JD on the activities in the field viz. antisocial elements, crime, activities of field SEB staff, progress at investigation of important cases etc.
2. To collect actionable intelligence.
3. To act as eyes and ears of the JD.
4. He is also in-charge of SEB Unit Technical Wing.
5. To maintain concerned records.
6. To coordinate with District Special Branch for sharing intelligence.
7. Any other work entrusted by the J.D from time to time.

**Incharge of State Control Room:**

1. To collect daily DSR, consolidate and furnish to Commissioner/ Directors/ JC-II/Special Unit and concerned section.
2. To collect and consolidate data from districts/units as instructed from time to time.



3. To provide required data to the Commissioner/Directors/JC-II and concerned officer whenever required.
4. To receive Complaints from Public and Inform to the higher ups for follow up action. To monitor complaints received from Spandana portal as per instructions of Senior Officers.
5. To organise Tele-conference / Zoom Conference etc.
6. To maintain close coordination and data exchange with the state Police Control Room (DGP.office).
7. Any other duties entrusted by Commissioner.

**Incharge of DTF:**

1. To conduct raids as per instructions of ES/JD and report to the division head.
2. To maintain crime register.
3. To conduct route watches at regular intervals.
4. To keep a strict vigil on Gambling/Matka centres / other activities.
5. To submit weekly diaries to the Division Head.
6. Any other work entrusted by the superiors from time to time.

**Incharge of SEB Unit Technical Wing:**

1. To provide technical assistance to the JD.
2. To give technical support to the SHOs or Investigating officers.
3. To maintain confidentiality while dealing with the CDRs.
4. To co-ordinate with the Special Unit at State Headquarters.
5. Any other work entrusted by the superiors from time to time.

**Incharge of District Control Room (AC Control Room):**

1. To collect daily DSR, consolidate and furnish to JD/SP/CP and other officers.
2. To collect and consolidate data as instructed from time to time.
3. To organise teleconference /zoom conference etc.
4. To receive complaints from Public, compile and inform to concerned ES/AES/SHO for taking actions as per instructions of JD.
5. Nodal point in co-ordinating with State Control Room /HoD.
6. To act as nodal point for co-ordinating with all the units/wings in the District and communicate with the state control Room.
7. Maintain concerned Registers.
8. Coordinate pendency in Spandana as per directions by JD.
9. To coordinate with District /City Police Control Room.
10. Any other duties assigned by senior officers.



**U). Head Constable (SEB).**

1. To assist the SHO and Sub-Inspector in day to day matters of administration of the Station in the area allotted by the SHO.
2. Service of summons and NBWs.
3. Collection of the intelligence through village volunteers, and Mahila Police in particular and promptly passing on actionable intelligence to superiors.
4. Checking of beat duties of constables.
5. To assist the SHO in maintenance of Dossier sheets of Old Offenders and boundovers.
6. Visit of villages allotted by the SHO/ and cultivate specific informants.
7. Participation in raids.
8. Maintenance of Prisoners Search Register.
9. Investigations of assigned cases, classified by Headquarters.
10. Collection of intelligence on ID Liquor and all offences related to liquor, sand, Gaming including online betting, Gutka, NDPS and smuggling of Red sanders and all other offences entrusted to SEB by the Government.
11. Collection of Samples under supervision of Senior officers.
12. Maintenance of sentry roster
13. To attend bondobust duties with regards to enforcement, on special occasions like elections/ festivals/ Jataras.
14. He/she shall be the eyes and ears of the Bureau on the ground.
15. Any other duties assigned by the superiors from time to time.

**V). Constable (SEB)**

1. To assist the SHO in day to day matters of administration of the Station.
2. Service of summons and NBWs.
3. Collection of the intelligence include Mahila Police etc.,
4. Attend to beat duties.
5. Visit of villages allotted by the SHO.
6. Participation in raids along with SHO.
7. Collection of intelligence on ID Liquor and all offences related to liquor, sand, Gaming including online betting, Gutka, NDPS and smuggling of Red sanders and all other offences entrusted to SEB by the Government.
8. Maintenance of sentry duty roster & other registers.
9. To attend escort duties.



10. Collection of Samples during crime under supervision of Sub Inspector
  11. Any other duties entrusted by the SHO including attending bandobust (Enforcement) during festivals, Jataras etc.,
  12. He/she shall be the eyes and ears of the SEB on the ground.
  13. Any other duties assigned by the superiors from time to time.
5. The Commissioner, Special Enforcement Bureau, A.P., Vijayawada shall take further necessary action accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**D.GAUTAM SAWANG  
DIRECTOR GENERAL OF POLICE (HoPF) &  
EX-OFFICIO PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The Commissioner, Special Enforcement Bureau, A.P., Vijayawada.  
The Officers concerned **through** the Commissioner, Special Enforcement Bureau,  
A.P., Vijayawada.

**Copy to:**

The PS to the Principal Secretary to Hon'ble Chief Minister.  
The PS to Chief Secretary to Government, AP, Secretariat, Velagapudi,  
The PS to the Director General of Police (HoPF) &  
Ex- Officio Principal Secretary to Government.  
Sf/Sc.

**//FORWARDED::BY ORDER//**

  
**SECTION OFFICER**